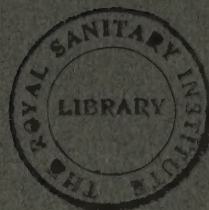


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**MINISTRY OF HEALTH.**

# MANUAL



ON THE

## CONVERSION OF HOUSES INTO FLATS FOR THE WORKING CLASSES.



LONDON:

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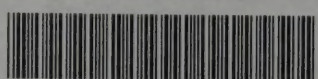
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MINISTRY OF HEALTH.

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# MANUAL ON THE CONVERSION OF HOUSES INTO FLATS FOR THE WORKING CLASSES.

## MEMORANDUM BY THE MINISTRY OF HEALTH.

### 1. GENERAL INTRODUCTION.

It is imperative to secure as great an increase in the amount of accommodation available as is possible before next winter and the Ministry of Health are therefore anxious that local authorities should without delay press forward their schemes for the erection of new houses and should in addition adopt any other methods which will increase the housing accommodation in their district. The new Housing Act gives them the power to acquire suitable houses and convert them into flats, and while the Ministry are anxious that local authorities should not in any way relax their efforts to hasten the erection of new houses, they think that these efforts should be supplemented by taking advantage of the powers contained in the new Act with regard to the conversion of houses into flats. Local authorities will appreciate that the chief advantage to be derived from the conversion of existing houses into flats lies in the fact that schemes with this object in view, where practicable, can be proceeded with and brought into operation at once, and the Ministry of Health consider it essential that, where the local authorities are of the opinion that some help towards the solution of the housing problem in their district can be secured by the carrying out of such a scheme, they should put it in hand at once. The circular letter of the 29th July, of which a copy is in the appendix, has accordingly been issued to local authorities in order that they might, pending the issue of this manual, take an immediate survey of their district which would put them in a position to avail themselves without delay of the more detailed suggestions with regard to the conversion which it is the object of this manual to put before them.

### 2.—LEGAL POWERS.

The Housing Act, 1919, authorises local authorities to acquire houses themselves and convert them into flats, to lend money to owners who are desirous of undertaking the conversion, and it assists in the modification of restrictive covenants by enabling the County Court upon an application from the local authority or lessee to make an order varying the terms of the lease so as to permit of conversion. These powers are contained in Sections 12, 22 and 27 of the Act, the substance of which is as follows :—

#### (a) Power of acquisition by local authorities for purpose of conversion.

Under Section 12 of the Act the powers of a local authority to acquire land for the purposes of housing are to be deemed to include power “to acquire any estate or interest in any houses which might be made suitable as houses for the Working Classes, together with any lands occupied with such houses; and the local authority shall have power to alter, enlarge, repair and improve any such houses or buildings so as to render them in all respects fit for habitation as houses by the working classes.”

#### (b) Assistance to owners.

Under Section 22, where the owner of a house applies to the local authority for assistance for the purpose of reconstruction, enlargement, or improvement, and the local authority are of the opinion that, after the works are carried out, the house would be fit for habitation as a house or houses for the working classes, the local authority may lend to the owner the whole or part of the money necessary to defray the cost of the works.

The loan must not exceed one-half of the estimated value of the property mortgaged, unless some additional or collateral security is given sufficient to secure the excess. Before the work is commenced, full particulars and, when required by the local authority, plans and specifications must be submitted to the local authority for their approval, and, before any loan is made, the local authority must satisfy themselves that the work has been carried out satisfactorily.



### (c) Assistance in regard to restrictive terms in leases.

Section 27 provides that when it is proved, to the satisfaction of the County Court, on an application by the local authority or the lessee of a house, that, owing to changes in the character of the neighbourhood, a house cannot readily be let as a single tenement but could readily be let for occupation if converted into two or more tenements, and that the provisions of the lease do not admit of such conversion, the Court may vary the terms of the lease so as to enable the house to be converted.

### 3.—ASSISTANCE TO OWNERS DESIRING TO CONVERT HOUSES.

Section 22 of the Act enables the local authority to afford assistance by way of loan to an owner who desires to convert a house into flats for the working classes, and the local authority is empowered to borrow money for this purpose. It should not, of course, be necessary to borrow for small sums. A large number of houses have recently been converted into flats, though not generally for the working classes, and this conversion has, it is believed, as a rule proved financially successful.

While the rents which would be secured in the case of flats for the working classes may be very considerably less than those usually obtained in the case of the conversions referred to above, owners may, in consideration of the smaller cost of the conversion and the facilities for advance of the whole or a part of the capital required for the conversion provided under the Section, be disposed to take in hand the conversion of suitable houses into flats for the working classes.

Local authorities will, no doubt, deal sympathetically with applications made to them for loans under this section, and it would be well, in suitable cases, to bring to the notice of owners the facilities afforded by the Section.

#### (a) Procedure.

The following are the chief points to which it will be necessary for the local authority to direct their attention, upon receipt of an application from an owner for assistance under Section 22.

(1) It will be necessary for the local authority to satisfy themselves as to the ownership of the property, and evidence as to this should be produced.

(2) They should satisfy themselves that the security offered by the owner is adequate. The security may be the property itself, in which case particulars of charges on it should be obtained, or other property which the owner is able to offer for this purpose.

(3) Plans of the property which is to be altered, in its present state and as it is proposed to be altered, with specifications of the work to be carried out and a detailed estimate of the cost of the work should be required by the local authority.

(4) When a loan is desired application should at an early stage be made to the Housing Commissioner (in London, to the London Housing Board), and a copy of the form which has been drawn up for completion by owners in making their application to the local authority for assistance under this Section (Form D 94) and of the documents supplied by the owner should be sent by the local authority to him, together with a copy of the resolution of the Council applying for sanction to a loan.

(5) After the proposals have been approved by the Ministry the local authority should, before advancing the loan to the owner, obtain a report from a competent official of the local authority or other person specially appointed by them as to the manner in which the work has been carried out, and whether it has been carried out in accordance with the plans and the specifications or, if not, what are the modifications which have been made. Particulars of the actual cost and evidence in support should also be required at this stage.

#### (b) Arrangements for repayment by owners.

Repayment should be required not less frequently than every half year. It is suggested that the rate of interest to be charged to the owner should be  $\frac{1}{2}$  per cent. above the rate at which the local authority can borrow. It will be necessary to take steps to ensure that the houses will in fact be let to members of the working classes during the period of repayment of the loan.



#### 4.—CONVERSION OF HOUSES BY LOCAL AUTHORITIES.

The Ministry will welcome any assistance which can be rendered by the adoption of the procedure indicated above, but where there are available houses which could be converted into houses suitable for the working classes, and no proposals are made by the owners for their immediate conversion, it is important that the local authority should institute enquiries without delay and should themselves at once consider the question of acquiring the houses under the powers conferred upon them by Section 12 of the Act.

The acquisition of houses for the purpose of conversion is a purpose for which loans will be sanctioned by the Ministry and a scheme for acquisition approved by the Ministry will rank for financial assistance as part of the housing scheme which the local authority are required to submit under the Housing Act, the number of such separate dwellings provided by the conversion of these houses being taken into account as part of the proposals of the local authority for satisfying the need of the district for increased accommodation.

The following paragraphs deal solely with the acquisition and conversion of property by local authorities and contain suggestions as to the kind of property which should be selected and the procedure which should be followed by the local authority.

#### 5.—CLASS OF PROPERTY SUITABLE FOR CONVERSION.

Before formulating a proposal for the acquisition and conversion of houses in this way it is important for the local authority to satisfy themselves that the houses under consideration are reasonably suitable for the purpose of conversion, and, in this connection, they should take into consideration the nature of the district in which the houses are situated, the construction of the houses, and their general state of repair.

The local authority by reason of their local knowledge will usually be in a position to judge whether a particular property is suitable for conversion. It is not practicable to lay down rules for their guidance in this matter, but, generally speaking, the widest scope for the operation of a scheme of this kind will be found in districts or roads which consist mainly of large houses for which the demand has fallen away owing to changes in the character of the neighbourhood. There are, no doubt, other districts in which, while little or no conversion has as yet taken place, it will be known to the local authority that a gradual depreciation of the property is taking place, in which the prospects of a continued letting of the houses to the class of tenant for whom they were originally built are becoming less favourable from year to year, and which may reasonably be regarded as a district in which conversion may properly be undertaken. It is not suggested that a local authority should seek to acquire empty houses indiscriminately, for instance, it would be undesirable to acquire an individual house which happened to fall empty in a neighbourhood in which similar houses continued to let generally without difficulty.

#### 6. SUITABILITY AS REGARDS STRUCTURE AND REPAIR.

The construction of the houses is also a matter which will require careful consideration, and those houses which can be converted with the minimum of cost of structural alterations are to be preferred. The local authority should not limit their enquiries to large houses. Terrace houses should also be considered, for while these, when taken singly, may be difficult of conversion, they are capable of conversion into convenient flats with one common staircase, when taken in groups of two or more, the other staircases being removed and the space formerly occupied by them being devoted to increasing the accommodation.

The state of repair is another important factor which should be carefully examined. If a house is of too antiquated a type or has been empty for a long time the cost of repairs, structural alterations, and the installation of such a minimum of modern conveniences as would be regarded as essential nowadays might render the cost of conversion prohibitive.

The variations in the nature of the structure of houses and in the degree in which they have been kept in repair, render it, however, impossible to lay down any general rule which would be applicable in all cases. For instance, there will be cases where a house, though old, will be structurally quite sound and generally suitable for conversion, or a derelict house which has been unoccupied for a long time may be well worth restoring for conversion if the fabric has not seriously deteriorated.



## 7.—GENERAL STRUCTURAL AND SANITARY REQUIREMENTS.

In looking at a house with a view to conversion the local authority must of course consider the extent of the structural and other alterations which will be required to render the house fit for habitation. Section 24 of the Housing Act states that the provisions of any building byelaws in force in a district shall not apply to buildings which form part of a scheme approved by the Ministry and are constructed in accordance with plans and specifications approved by the Ministry. In order, however, to obtain the approval of the Ministry to a scheme of conversion it will be necessary for the flats provided under the scheme to comply with certain standards in regard to stability of structure and sanitary matters, and generally in regard to the matters for which byelaws may be made under Section 26 of the Housing Act; the model byelaws drawn up by the Local Government Board under the powers contained in the Public Health Acts in regard to houses let in lodgings are now being extended in view of the additional powers conferred by that section.

In particular, adequate provision should be made for the following matters:—

(1) For enforcing drainage and promoting the ventilation of the houses.

The local authority should satisfy themselves at an early stage that the drainage is or can readily be made satisfactory, and care should be taken that no large outlay will be necessary to secure this object.

With regard to ventilation each flat should have through ventilation from front to back or from front to side.

(2) For requiring provision adequate for the use of, and readily accessible to, each family, of

(i) Closet accommodation.

(ii) Water supply and washing accommodation. Water should be laid on to each flat.

(iii) Accommodation for the storage, preparation and cooking of food.

Provision should ordinarily be made for cooking in the scullery, which should also be fitted with a sink and draining board.

The food store should be ventilated to the open air and the opening should be not less than 12 ins. x 9 ins.

For the purposes of a coal store a bin might be utilised. It should hold at least 2 cwt. and should be placed in a convenient position.

Provision should be made for a sanitary dustbin for each flat to be placed outside the dwelling and in the open air.

## 8. FINANCIAL ASSISTANCE AND SUGGESTIONS IN REGARD TO ACQUISITION.

It is incumbent upon the local authority to render schemes of conversion self-supporting whenever the circumstances of the case will permit, to acquire the houses at the lowest cost practicable, to ensure the fullest economy in the conversion (subject to the fulfilment of the general requirements indicated above), and to obtain the best rents which the class of tenants for whom the flats are intended can reasonably be expected to pay.

When, however, a loss is unavoidably incurred in connection with a scheme for the conversion of houses, the scheme will rank for the purpose of financial assistance from the Government as part of the housing scheme of a local authority, and the general financial arrangements applicable to schemes for the provision of new houses will also be applicable to these schemes.

The total cost of the acquisition and conversion should be very substantially less than the cost of the provision of an equal number of new houses. The local authority should endeavour to obtain the freehold if this can be done at a reasonable price, and it will be specially desirable to do so where there are restrictive covenants or there is only a short period of the lease unexpired. When the local authority are proposing to acquire leasehold property, preference should be given to property with a long period of the lease still unexpired. The Ministry would not in any case recommend the acquisition of property when the period of the lease which is unexpired is less than twenty years, unless a renewal of the lease can be secured. In the case of leasehold property it will, of course, be necessary for the local authority to



satisfy themselves either that the terms of the existing lease permit of the proposed conversion or that, either by agreement or by application to the County Court under the powers contained in Section 27 of the Housing Act, the existing restrictions can be removed.

## **9. PROCEDURE TO BE FOLLOWED BY LOCAL AUTHORITIES.**

The first stage is the survey of the district, which the local authority have already been requested to carry out by the circular letter issued on the 29th of July. Having carried out this survey and furnished the Housing Commissioner with the return, which, supplemented by any later information which the local authority may send him, may be regarded as including the property in the district which is available for the purpose of conversion, the local authority should consider which of the houses they should deal with first.

The local authority are authorised to acquire houses either by agreement or by compulsory purchase, and as speed is essential to the proceedings, the Ministry suggest that the local authority should undertake first the conversion of those houses which can be acquired most readily.

### **(a) Acquisition by agreement.**

When it appears that the houses are generally suitable for conversion and can probably be secured by agreement the procedure should be generally as follows:—

(1) The Housing Commissioner or, in London, the London Housing Board should be consulted informally at an early stage, and an option for the purchase of the property should, if possible, be obtained.

(2) The Inland Revenue Valuer should be asked to make a valuation, following the procedure adopted in the case of the acquisition of land for the erection of new houses, and generally it will be well that he should be asked to negotiate at once with the owners.

(3) The architect, who should have already satisfied himself as to the general suitability of the houses for conversion, should be requested to prepare sketch plans showing the house in its present state and his proposed method of conversion. The Ministry suggest that in many cases a local authority might at this stage ascertain from local builders for what sum they would be ready to undertake the work, and obtain a provisional tender on the assumption that the proposals of the local authority for the acquisition of the house will be accepted.

The preceding steps can no doubt be taken concurrently in many cases, and this should be done wherever practicable.

(4) If the price appears satisfactory, and the architect reports that the house is suitable for conversion and that the cost of conversion is likely to be reasonable, the local authority should forthwith submit their proposal to the Commissioner on Form D. 96, a copy of which is in the appendix. A separate application should be submitted in respect of each house, or, when a group of houses are to be acquired together, in respect of each group.

The form should be accompanied by a copy of the resolution of the Council directing application for sanction to a loan, of any provisional agreement for the purchase or lease of the house, of the District Valuer's valuation, the architect's report and the sketch plans which he has prepared, a copy of the estimate received by the Council indicating the cost of conversion, and a balance sheet of estimated receipts and expenditure in the form prescribed by the Minister (Form D. 97).

The Commissioner will always be ready to offer the local authority any advice or assistance in his power, and if, as is suggested above, he is always notified informally at an early stage of the Council's proposals and is kept in touch with the proceedings, he will be able to deal with the proposals expeditiously.

### **(b) Compulsory purchase.**

It is anticipated that as a general rule local authorities will be able to secure possession of the properties which they desire to acquire by agreement with the owners. Where, however, the owner is unwilling to sell at a price which the local authority consider reasonable it will be necessary for the local authority to make a compulsory purchase order.



The following steps are required in this connection :—

- (i) The order which should be in accordance with a Model which has been prepared must be sealed by the Council.
- (ii) It must be advertised for the two weeks following the sealing.
- (iii) A period of fourteen days from the publication of the first advertisement must be allowed for objections.
- (iv) Application must then be made to the Ministry for confirmation.
- (v) The local authority can then give notice to treat. At the same time they should give notice of their intention to enter the premises and can do so after giving fourteen days' notice to the owner and occupier.
- (vi) The amount of the compensation is then to be settled by an arbitrator.

The local authority should, of course, proceed with any preliminary measures which are open to them, such as the obtaining of a report from the architect and an estimate of the cost of conversion while the compulsory order was being settled, and this should be done wherever practicable.

If objection to the acquisition is raised, it is under the new Housing Act within the discretion of the Ministry to determine whether it is necessary to hold a public inquiry to decide whether they shall confirm the order made by the local authority.\*

## 10. TYPICAL PLANS.

Each scheme of conversion will require consideration on its merits and it is important that at an early stage the local authority should consult a competent architect (preferably one who has had experience of this kind of work) as to the suitability of the house for conversion and the methods to be adopted.

Model plans are given in the appendix which will indicate the kind of work to be carried out in connection with schemes of conversion, but as indicated above each scheme will require separate consideration.

The plans in the appendix represent instances of the conversion into working class flats of terrace houses, detached houses, and a semi-detached house.

## APPENDIX A.

### Conversion of Houses into Flats.

*Form of Application by Owner for Loan under Section 22 of the Housing Act, 1919.†*

1. Name of owner .....
2. Address .....
3. Address of property proposed to be converted .....
4. Rateable value .....
5. Nature of ownership (if leasehold, the date on which the lease expires and the amount of the ground rent should be stated).....
6. Are there any charges on the property? (If so, give particulars.) .....
7. Is the house occupied at present? .....
8. Number of rooms, and description, in the house in its present form .....
9. Number of flats which it is proposed to provide by the conversion .....
10. Accommodation to be provided in and rents to be charged for each of these flats:
  - Flat 1 .....
  - Flat 2 .....
  - Flat 3 .....
  - Flat 4 .....
  - Flat 5 .....
  - Flat 6 .....

\* When the local authority so desire, the whole of the proceedings will, in London, be taken on their behalf by the London Housing Board.

† This form should be completed in duplicate and sent by the owner to the Clerk to the local authority for the district in which the property proposed to be converted is situated. It should be accompanied by the following documents in duplicate :—

- (1) Copy of lease or other document in evidence of the ownership of the house.
- (2) Copy of estimate of the cost of conversion.



11. Estimated cost of carrying out the conversion (copy of estimate should be attached) .....
  12. Within what period can the conversion be carried out if the application is approved? .....
  13. Do you undertake to let these flats solely to persons of the working classes? .....
  14. Amount of loan for which application is made .....
  15. What security do you offer for the repayment of the loan? .....
- Signed .....
- Address .....
- Date .....

D. 94.

#### APPENDIX B.

***Documents to be forwarded by Local Authorities to the Housing Commissioner (in London, to the London Housing Board) when application is made to borrow for the purpose of making a loan to owner of house under Section 22 of the Housing Act, 1919.***

1. Copy of form of application received from owner and of documents forwarded by him. -
2. Information as to the valuation of the house.
3. Plans of the property in its present form, and as it is proposed to be altered.
4. Copy of resolution of the Council applying for sanction for the loan.

D. 95.

#### APPENDIX C.

***Proposals for acquisition of property by Local Authorities with a view to conversion under the powers conferred upon them by Section 12 of the Housing Town Planning, etc., Act, 1919.***

- Name of Local Authority .....
1. Address of property proposed to be converted .....
  2. Rateable value .....
  3. Is the house occupied or unoccupied? If occupied, how soon will it be empty? .....
  4. Number and description of rooms in the house in its present form. ....
  5. Have provisional arrangements been made for the acquisition of the house? .....
  6. Is house to be purchased freehold or leasehold? .....
  7. Has Inland Revenue valuation been obtained? If so, what is it? (Copy should be attached) .....
  8. If only the leasehold interest is to be purchased, state:—
    - (a) When the lease expires and the annual ground rent .....
    - (b) Whether there are any covenants restricting the conversion of the house? (If so, give particulars and state if steps are being taken to have them varied.) .....
  9. Has an architect's report been obtained? (Copy should be attached and the report should indicate whether the Architect regards the house as suitable for conversion). ....
  10. How many flats is it proposed to make out of the converted house? .....
  11. What will be the accommodation provided and the rents to be charged for each of these flats?
    - Flat 1 .....
    - Flat 2 .....
    - Flat 3 .....
    - Flat 4 .....
    - Flat 5 .....
    - Flat 6 .....



12. What is :—

- (a) Purchase price.....  
 (b) Estimated legal and other costs .....  
 (c) Total cost of property.....

13. What is the estimated cost of conversion? (Copy of estimate should be attached). ....

14. What is the total amount of the loan for which application is being made?.....

Signed.....

Clerk to the Local Authority.

Date.....1919.

**Documents to accompany Form of Application in regard to proposals of local authority to acquire houses for conversion into flats.**

1. Copy of resolution of Council directing application for sanction to a loan, where this is desired. The resolution should specify the amount to be borrowed.
2. Copy of any provisional agreement for the purchase or lease of the house.
3. Copy of valuation of the house by the Inland Revenue Valuer.
4. Copy of report by the Council's Architect.
5. Sketch plans prepared by the Architect showing the house prior to conversion and the flats to be created by the conversion.
6. Copy of estimate received by the Council indicating the cost of conversion.
7. Balance sheet in form prescribed by the Ministry.

D. 96.

**APPENDIX D.**

**Statement of estimated annual receipts and expenditure in connection with property to be acquired by the local authority for conversion under the powers contained in Section 12 of the Housing, Town Planning, etc., Act, 1919.**

Address of property ..... Borough .....  
 ..... Metropolitan Borough .....  
 ..... Urban District .....

*Estimated receipts from flats.*

£ s. d.

From rents .....  
 Less allowances for empties  
 and losses .....  
 Estimated net receipts from  
 rents .....  
 From other sources (if any),  
 specifying them .....

Balance (excess of expenditure  
 over receipts) .....

*Estimated expenditure.*

£ s. d.

Loan charges .....  
 Rates .....  
 Taxes .....  
 Insurance .....  
 Charge for water supply (if  
 borne by local authority) ...  
 Allowance for repairs and  
 maintenance .....  
 Supervision and collection of  
 rents .....  
 Balance (excess of receipts  
 over expenditure) .....

**Rents.**

Flat 1, consisting of .....  
 Flat 2, consisting of .....  
 Flat 3, consisting of .....  
 Flat 4, consisting of .....  
 Flat 5, consisting of .....  
 Flat 6, consisting of .....

**Proposed weekly rental.**

.....  
 .....  
 .....  
 .....  
 .....  
 .....

Date.....

Signed.....

Clerk to the Local Authority.

D. 97.



## APPENDIX E.

## Circular 17.

MINISTRY OF HEALTH,  
WHITEHALL, S.W.1,

29th July, 1919.

**HOUSING OF THE WORKING CLASSES.**

SIR,

**CONVERSION OF HOUSES INTO FLATS.**

I am directed by the Minister of Health to state that, with a view to obtaining an immediate increase in the amount of accommodation available to relieve the present overcrowding, he is anxious that local authorities should at once consider the question of utilising the power to be conferred on them under Clause 12 of the Housing Bill in regard to the conversion of existing houses into flats or tenement dwellings. As you are no doubt aware, under this clause the powers of a local authority to acquire land for the purposes of housing are to be deemed to include power to acquire any estate or interest in any houses which might be made suitable as houses for the working classes together with any lands occupied with such houses, and the local authority are to be empowered to alter, enlarge, repair and improve any such houses or buildings so as to render them in all respects fit for habitation as houses for the working classes.

In view of the present needs the Minister is anxious to facilitate schemes of conversion under this clause, and he desires me to state that such a scheme, when approved by him, will rank for financial assistance as part of the housing scheme of the local authority. With a view to assisting local authorities in the preparation of such schemes (should the circumstances of their district render them practicable or desirable) a Manual with regard to schemes of conversion is being prepared and will be issued at a very early date.

To secure one of the main objects of these schemes it is essential that they should be put in hand at once, and, pending the issue of the Manual, the Minister thinks it desirable that your authority should undertake a survey of their district with a view to ascertaining what property suitable for conversion is available. The Minister will be glad therefore if you will complete the enclosed forms so far as practicable and return them to the Housing Commissioner for your district (in London to the London Housing Board) *within the next fourteen days*. Information with regard to unoccupied houses (which it is suggested should be those to which the local authority should usually direct their first efforts) will no doubt be readily available. If the local authority have information with regard to other houses which, though occupied, are likely to be readily available for the purposes of conversion, such information might be included in the return.

As indicated above, the summary and schedules when completed should be sent to the Housing Commissioner for your district (in London to the London Housing Board), who will be glad to receive any further information which may be helpful to him in dealing with the matter.

The local authority should immediately consider what properties could with advantage be converted into working class flats or tenements, and should, as soon as possible, submit definite proposals to the Housing Commissioner in the manner which will be laid down in the Manual.

I am, Sir,

Your obedient Servant,

E. R. FORBER, *Assistant Secretary.*

To the Clerk to the Local Authority.

**SUMMARY OF RETURN with regard to Property available for Conversion into Flats or Tenement Dwellings for the Working Classes.**

				{ County Borough. Borough. Metropolitan Borough. Urban District.	
	Number of houses included in return.	Approximate average number of rooms in each of these houses.	Approximate total number of rooms.*		
<b>(A) Unoccupied Houses—</b>					
Detached Houses ... ..					
Semi-detached Houses ... ..					
Terrace Houses ... ..					
Total ... ..					
<b>(B) Occupied Houses—</b>					
Detached Houses ... ..					
Semi-detached Houses ... ..					
Terrace Houses ... ..					
Total ... ..					

Date \_\_\_\_\_ July, 1919.

Signed \_\_\_\_\_

*Clerk to the Local Authority.*

\* The only rooms which should be included are those which are large enough for living rooms or bedrooms.



**SCHEDULE of Houses which may be available for conversion into Flats  
or Tenement Dwellings for the Working Classes.**

**I.—DETACHED HOUSES.**

ADDRESS OF HOUSE.	Approximate number of rooms.*	Rateable Value.	Whether Occupied or not.	Any further observations.

**D81 (a).** \* The only rooms which should be included are those which are large enough for living rooms or bedrooms.

**SCHEDULE of Houses which may be available for conversion into Flats  
or Tenement Dwellings for the Working Classes.**

**II.—SEMI-DETACHED HOUSES.**

ADDRESS OF HOUSE.	Approximate number of rooms.*	Rateable Value.	Whether Occupied or not.	Any further observations.

**D81 (b).** \* The only rooms which should be included are those which are large enough for living rooms or bedrooms.

**SCHEDULE of Houses which may be available for conversion into Flats  
or Tenement Dwellings for the Working Classes.**

**III.—TERRACE HOUSES.**

ADDRESS OF HOUSE.	Approximate number of rooms.*	Rateable Value.	Whether Occupied or not.	Any further observations.

**D81 (c).** \* The only rooms which should be included are those which are large enough for living rooms or bedrooms.



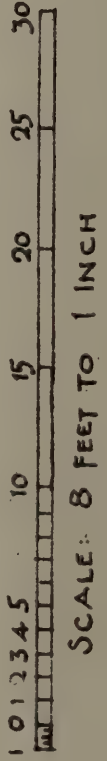




# 15'0" FRONTAGES BEFORE CONVERSION



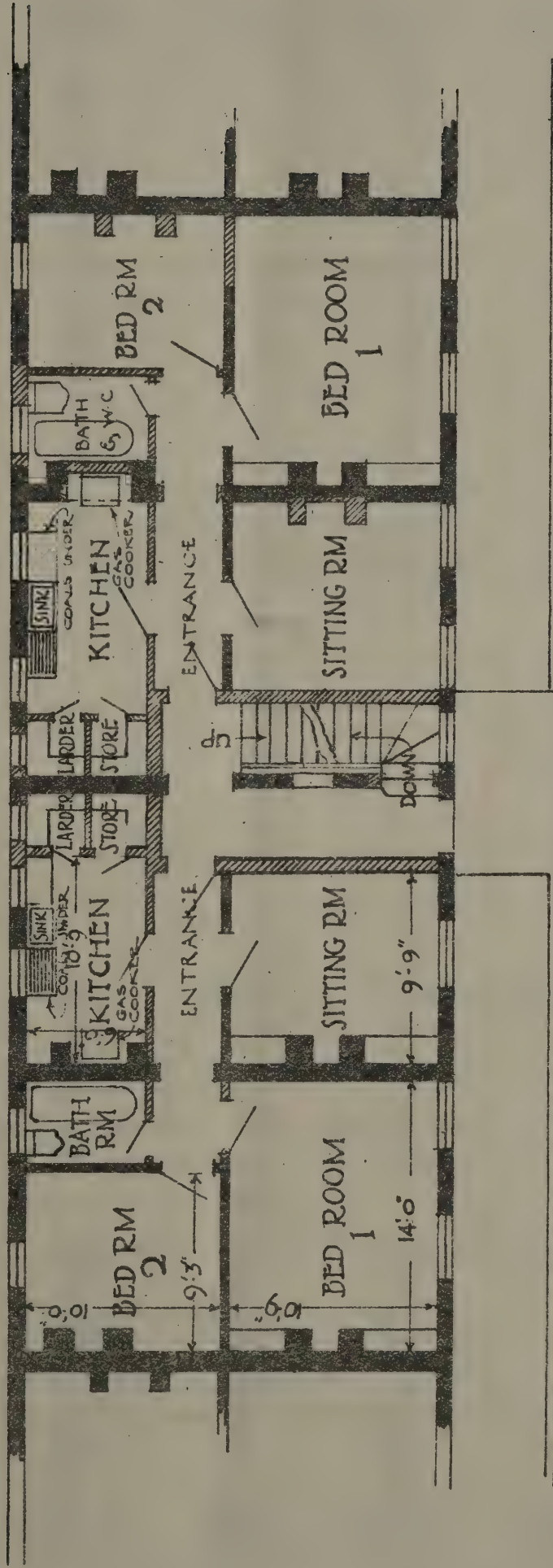
GROUND FLOOR PLAN





# 15' 0" FRONTAGES AFTER CONVERSION

NOTE:  
HATCHING DENOTES NEW WORK



GROUND FLOOR PLAN



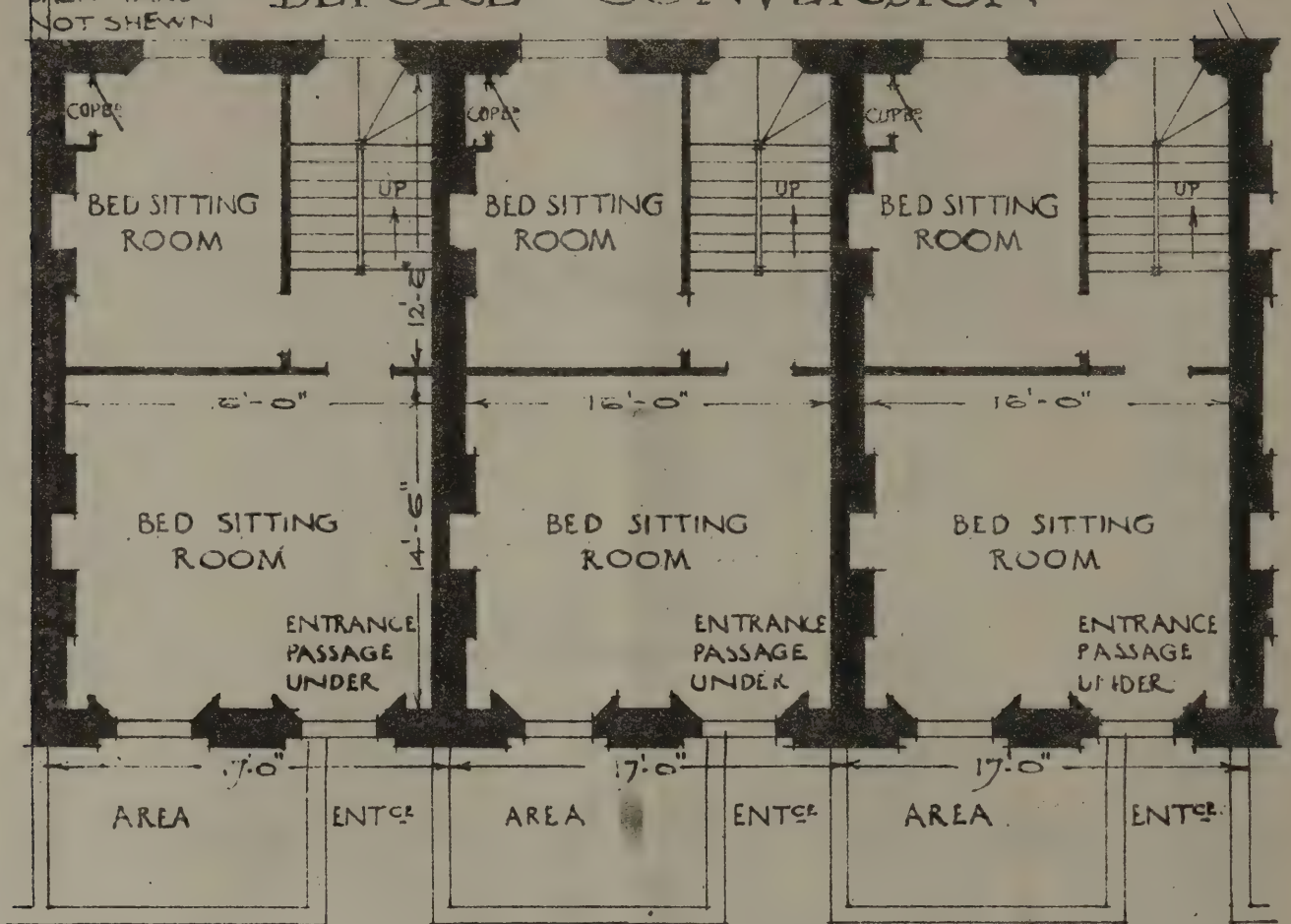
SCALE: 8 FEET TO 1 INCH



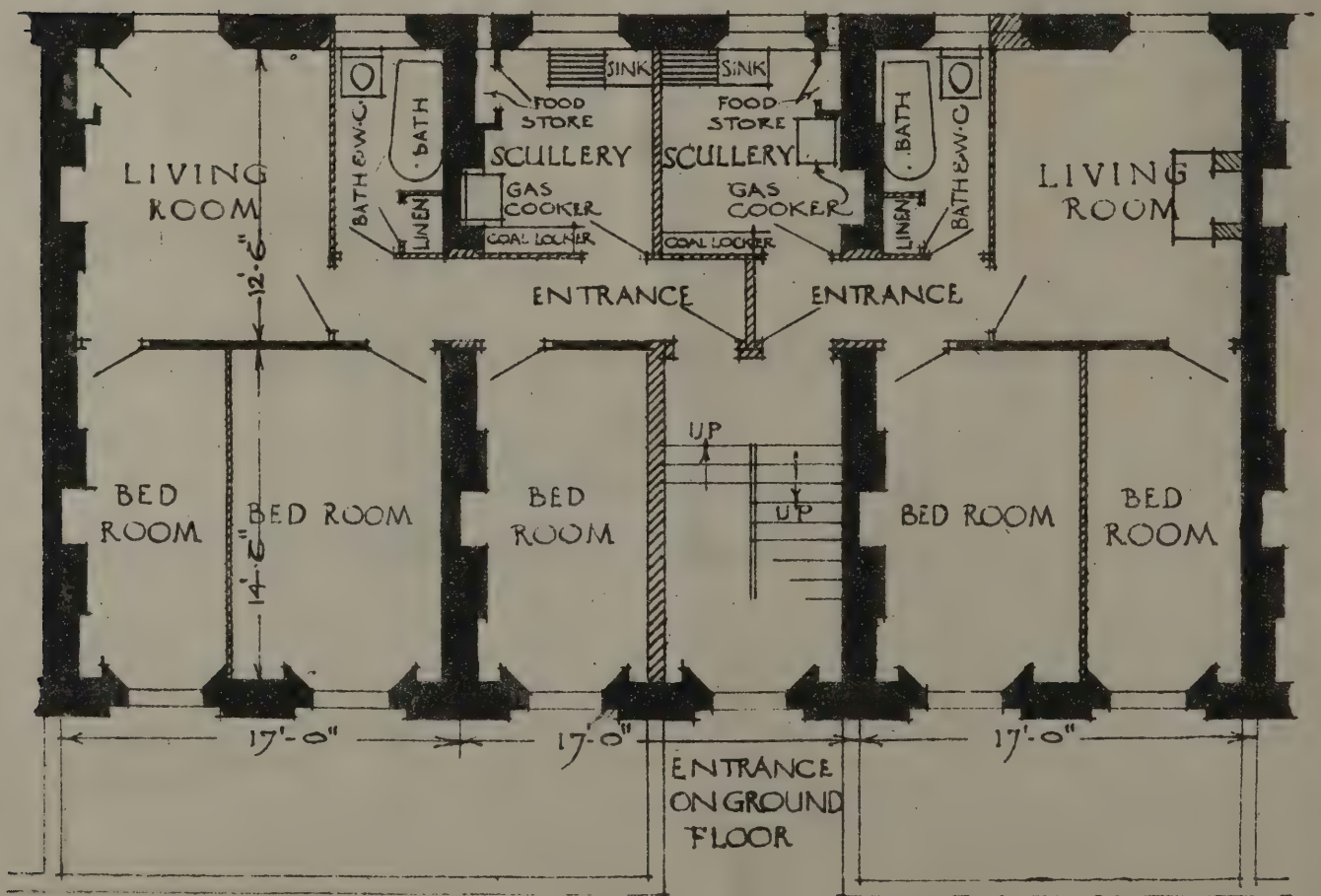
3.

# 17'0" FRONTAGES BEFORE CONVERSION

N.B. W.C. IN  
BACK YARD  
NOT SHOWN



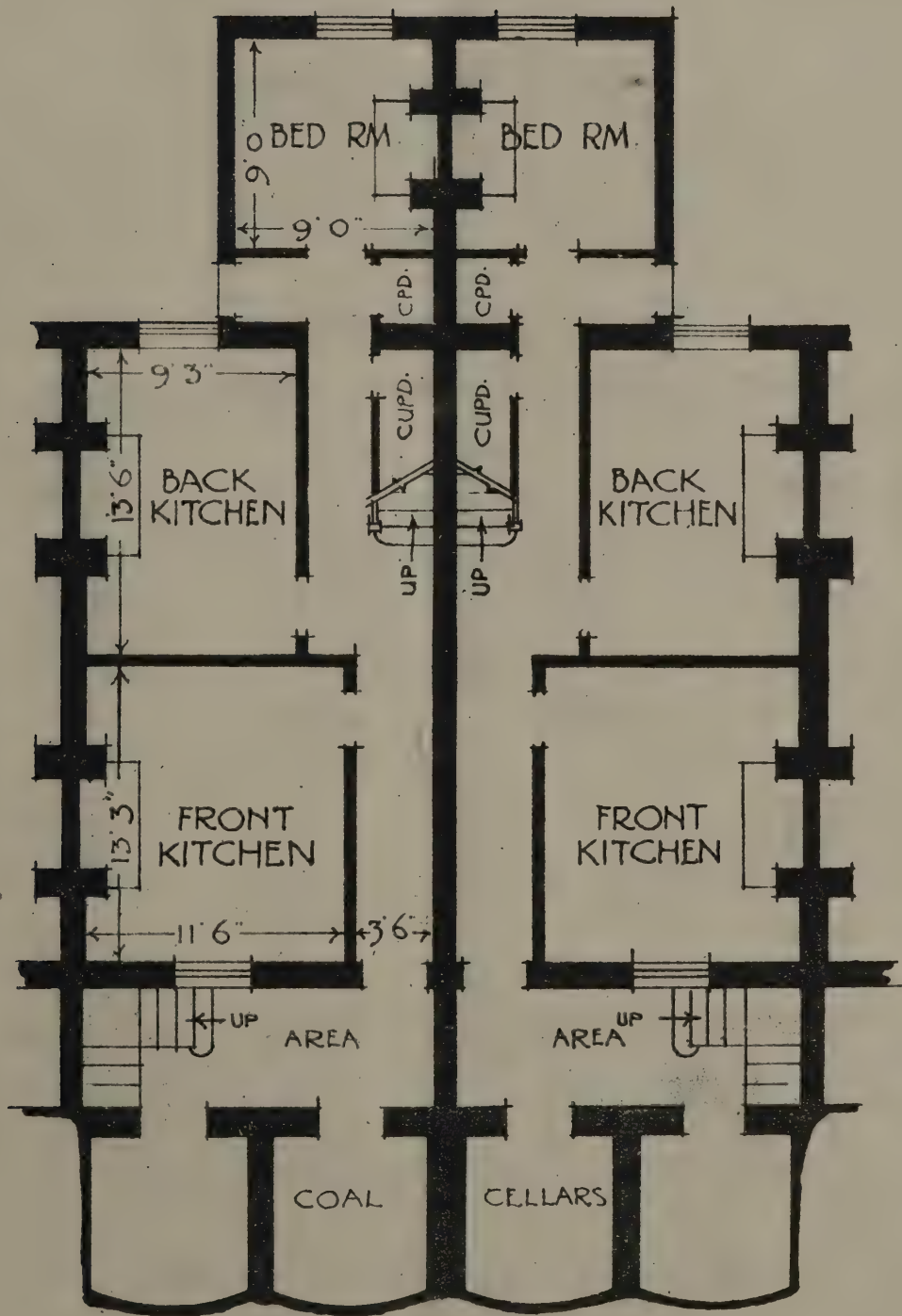
# 17'0" FRONTAGES AFTER CONVERSION



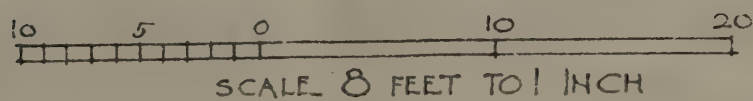
SCALE EIGHT FEET TO ONE INCH



# 16'6" FRONTAGE BEFORE CONVERSION

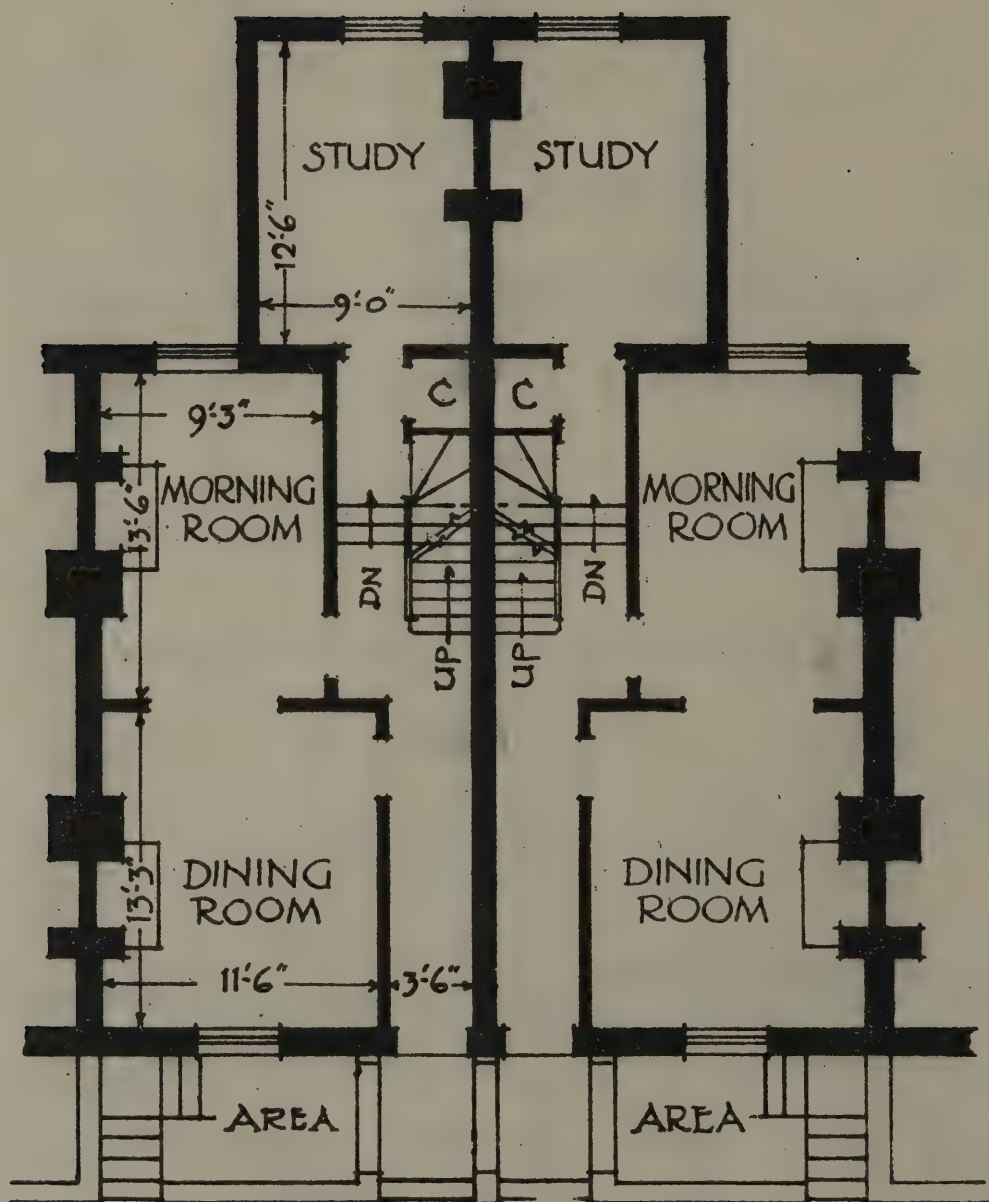


BASEMENT PLAN

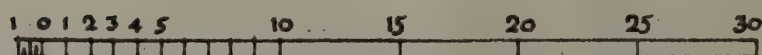




# 16' 6" FRONTAGE BEFORE CONVERSION



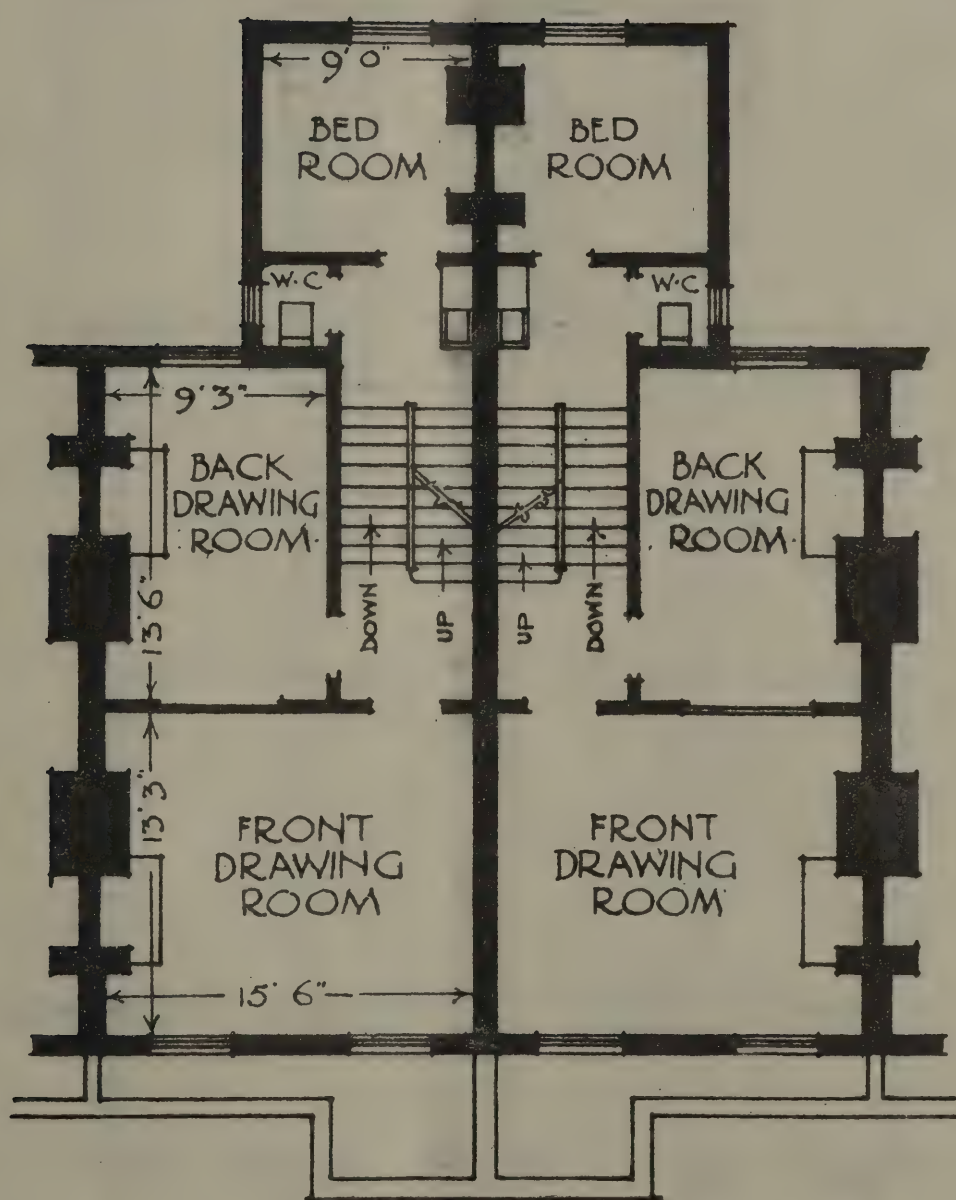
GROUND FLOOR PLAN



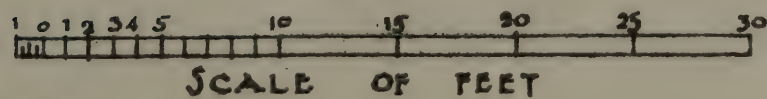
SCALE: 8 FEET TO 1 INCH



# 16' 6" FRONTAGE BEFORE CONVERSION



FIRST FLOOR PLAN

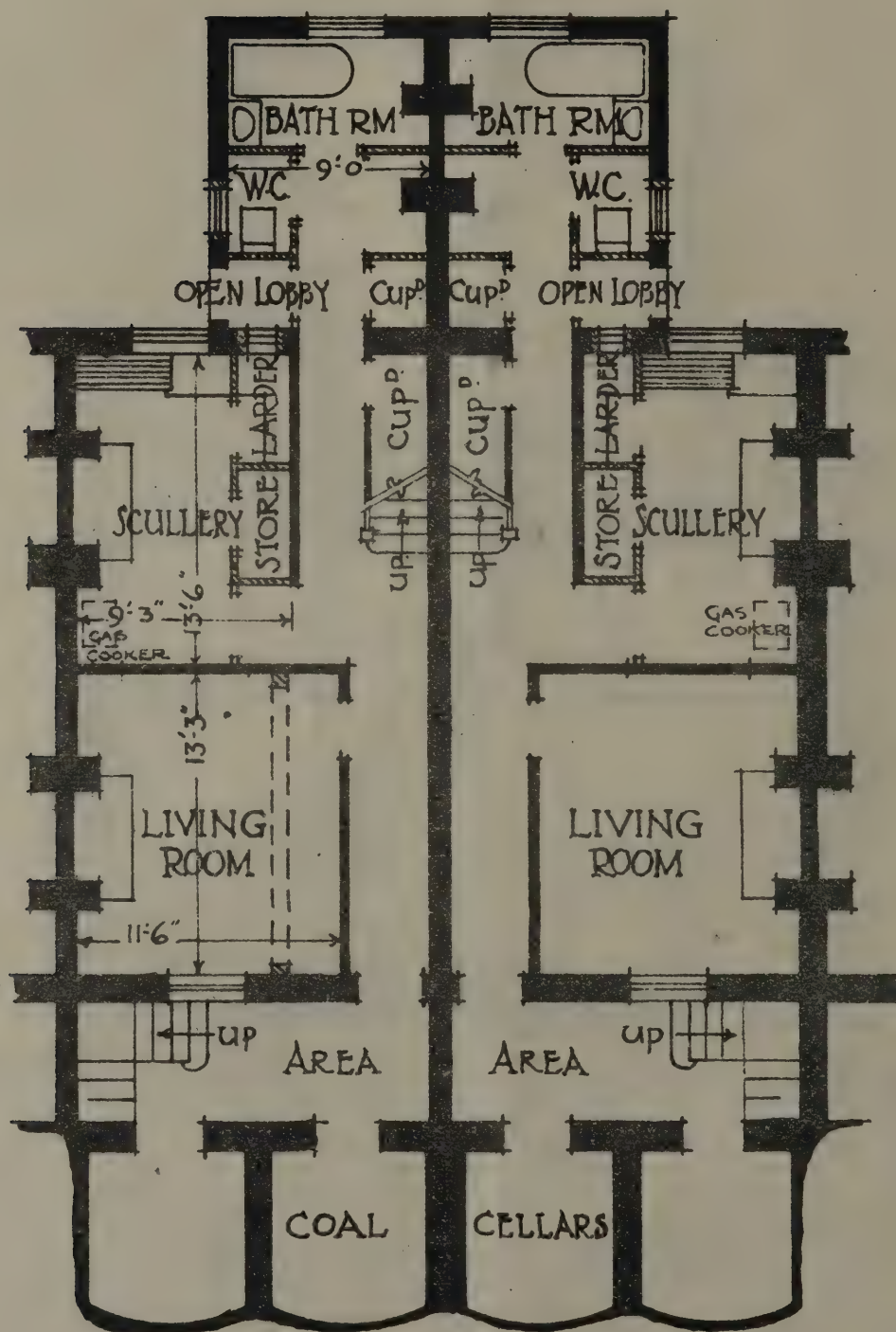




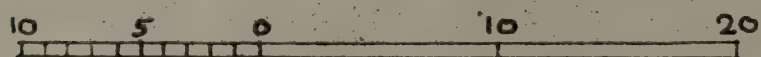
SHOWING BASEMENT COMBINED  
WITH GROUND FLOOR

## NOTE

HATCHING REPRESENTS  
NEW WORK



### BASEMENT PLAN

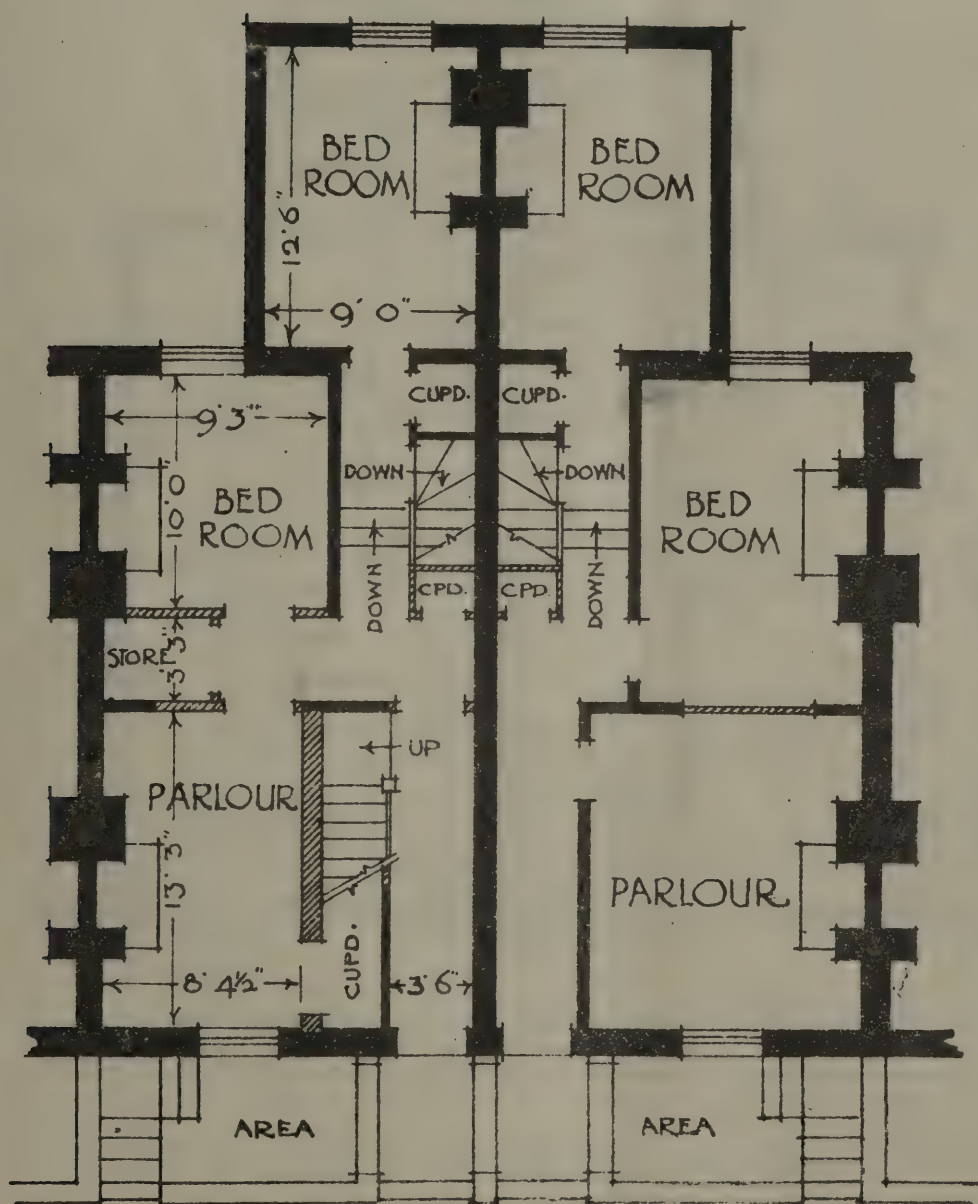


SCALE 8 FEET TO 1 INCH

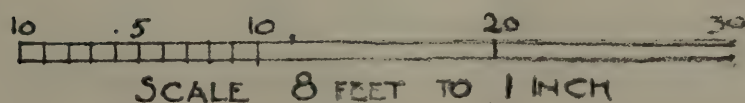


# 16' 6" FRONTAGE AFTER CONVERSION SHOWING BASEMENT COMBINED WITH GROUND FLOOR

NOTE  
HATCHING DENOTES NEW WORK



GROUND FLOOR PLAN



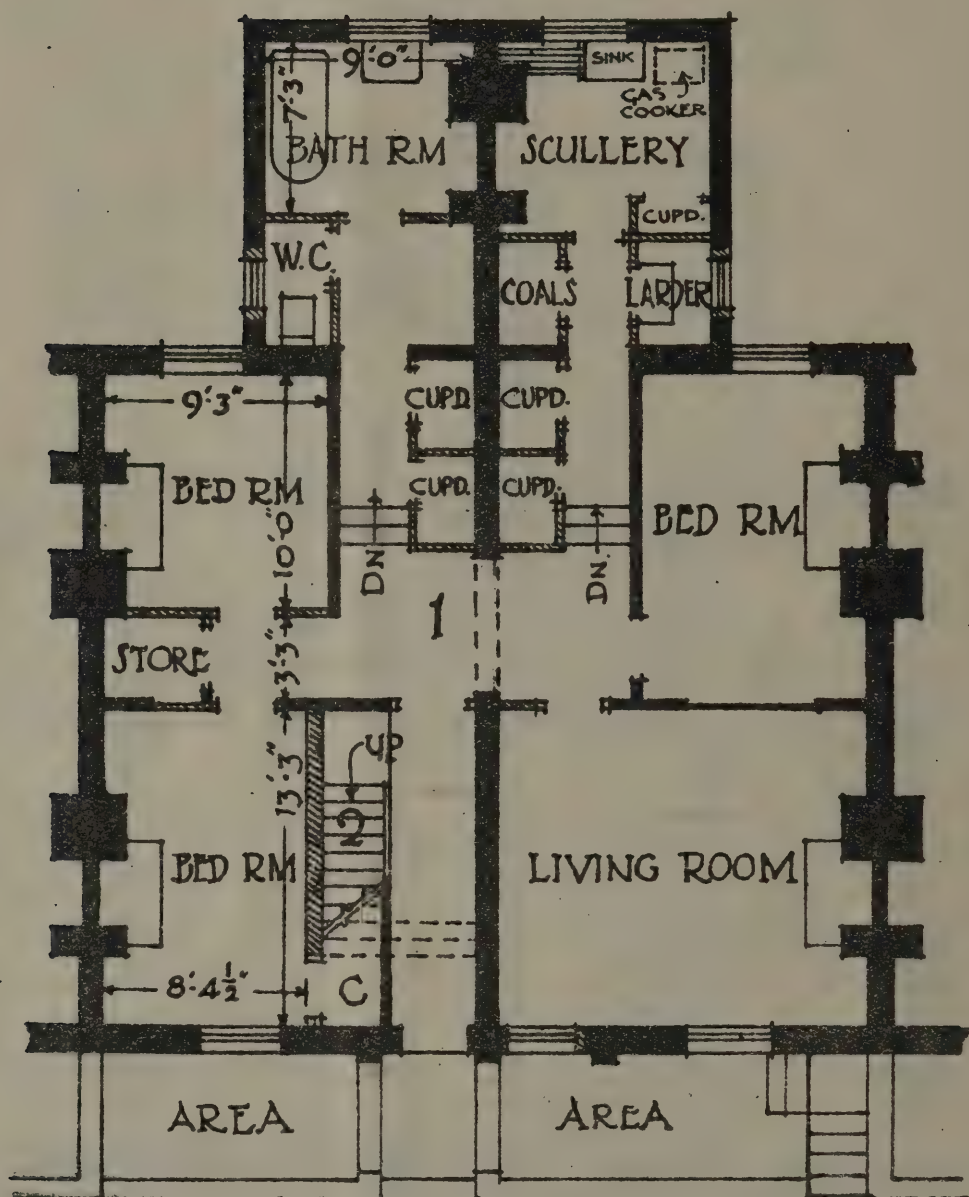


# 16' 6" FRONTAGE

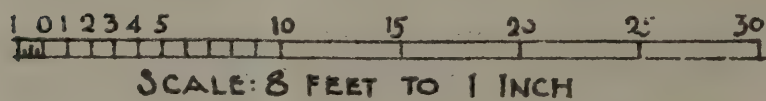
## AFTER CONVERSION

### SHOWING FLAT ON EACH FLOOR

NOTE  
HATCHING DENOTES NEW WORK



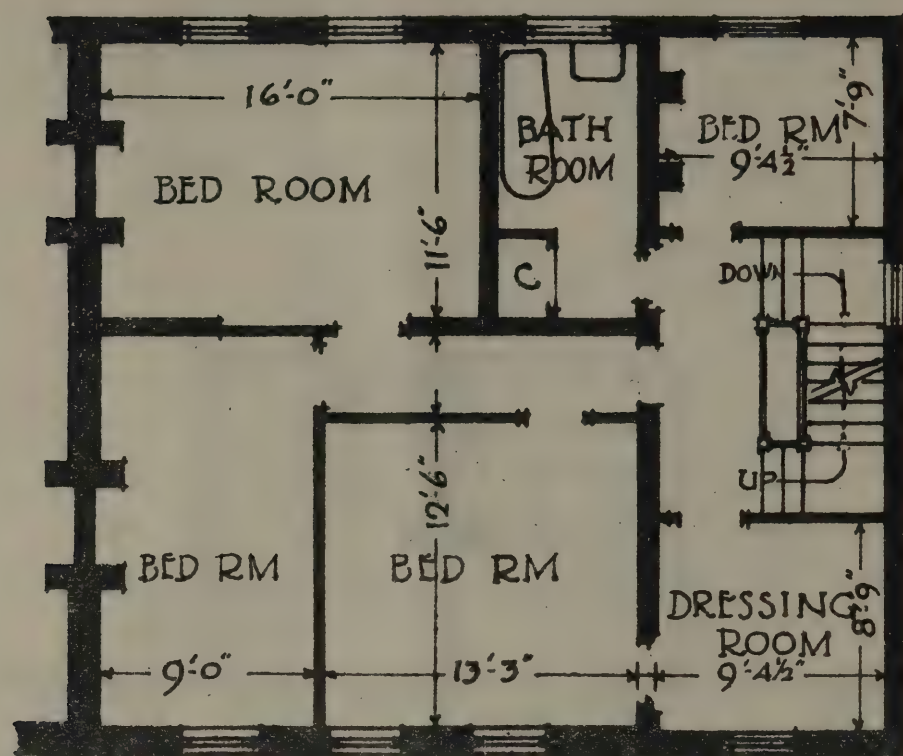
GROUND FLOOR PLAN



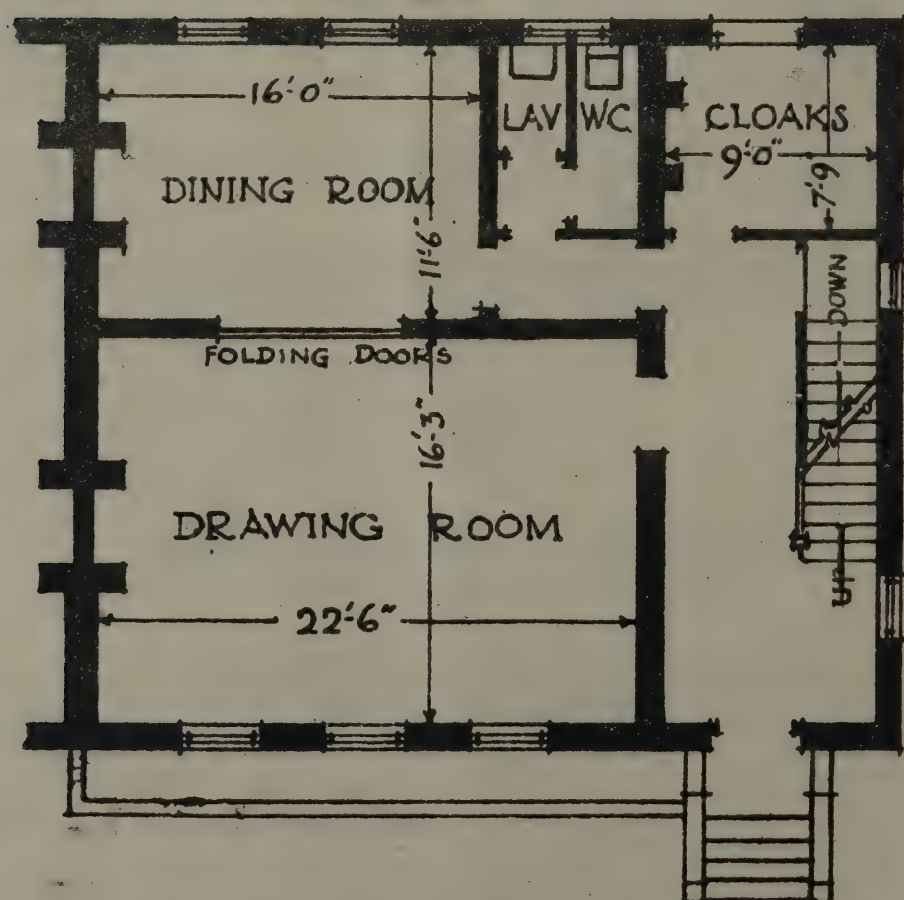
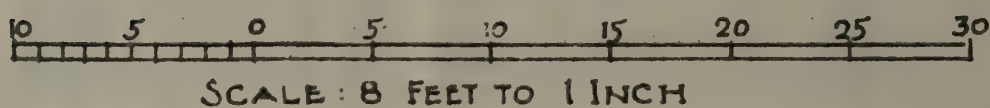




## SEMI-DETACHED - BEFORE CONVERSION.



FIRST FLOOR PLAN



GROUND FLOOR PLAN

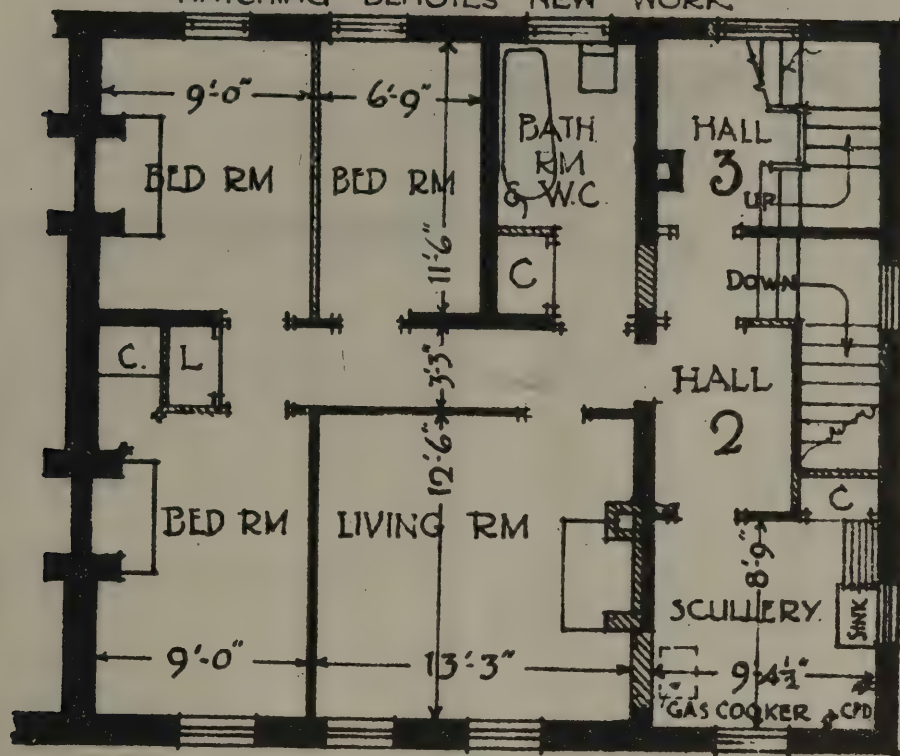


# SEMI-DETACHED - AFTER CONVERSION

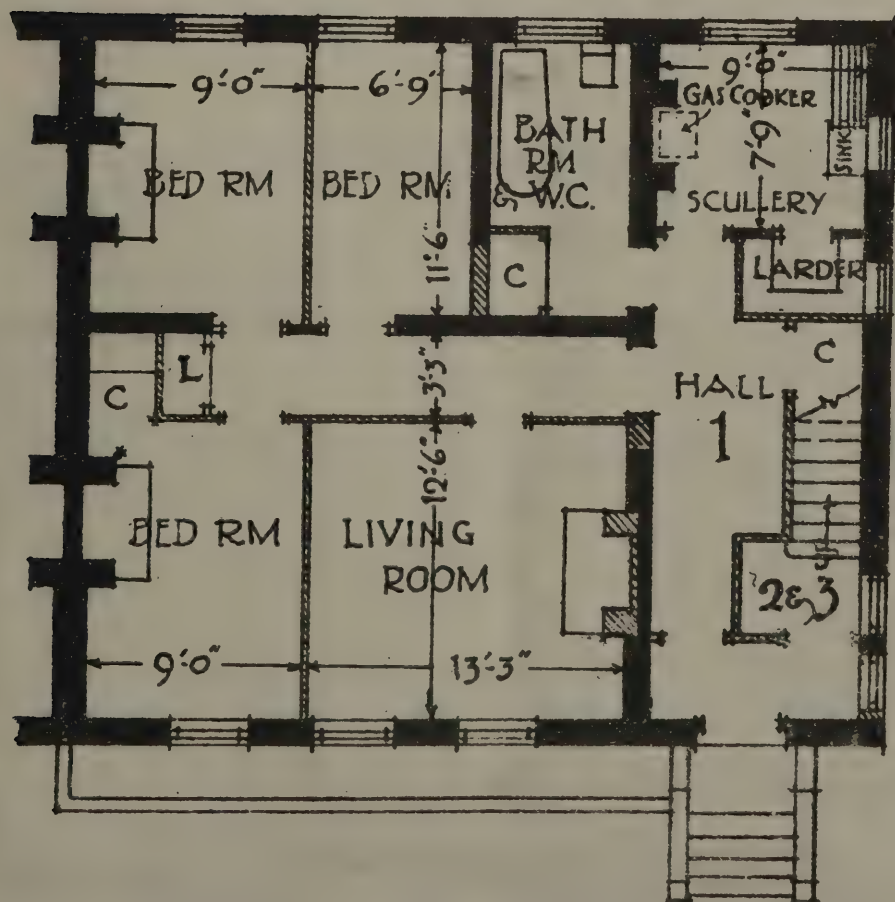
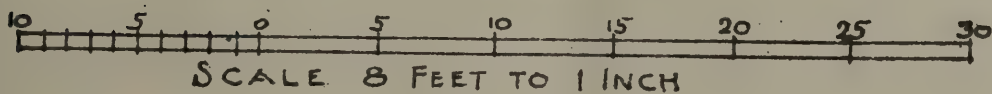
1 FLAT TO EACH FLOOR

NOTE

HATCHING DENOTES NEW WORK

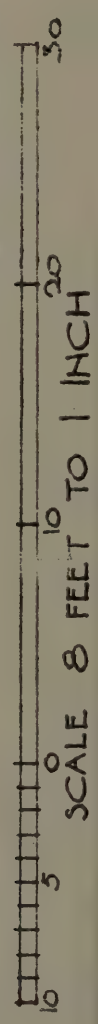
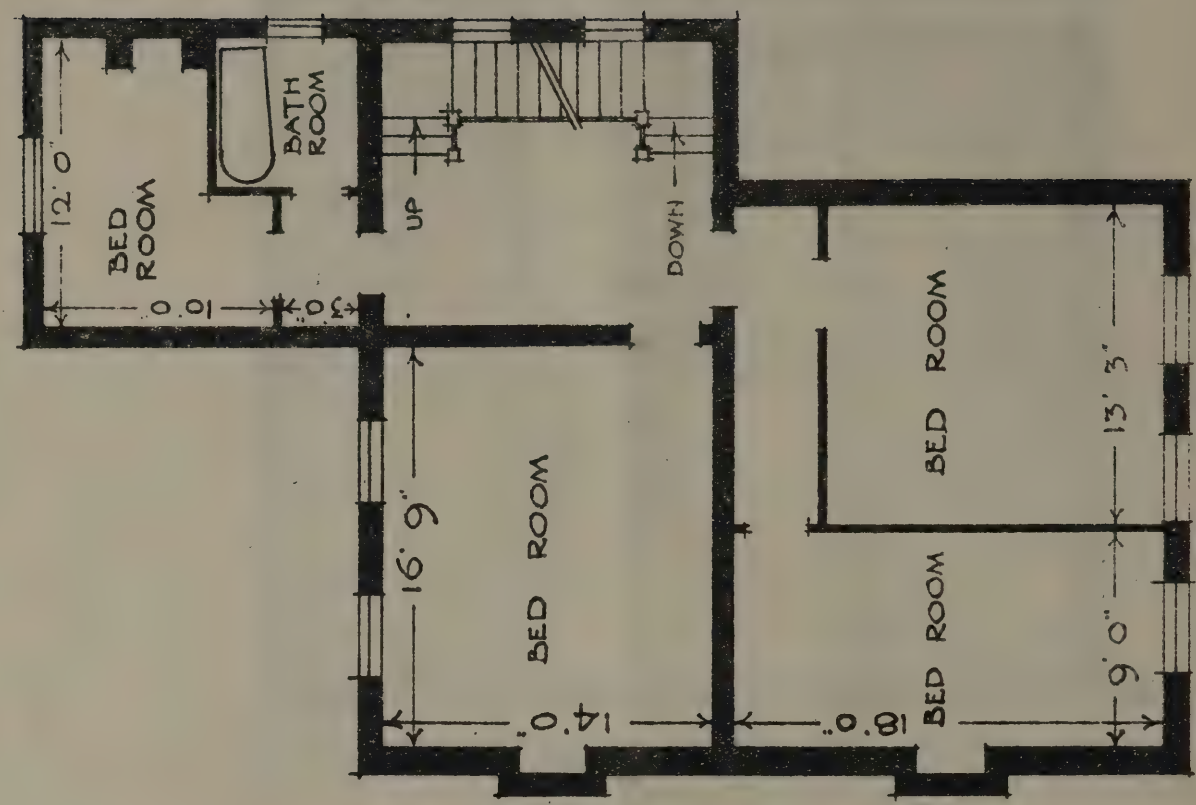
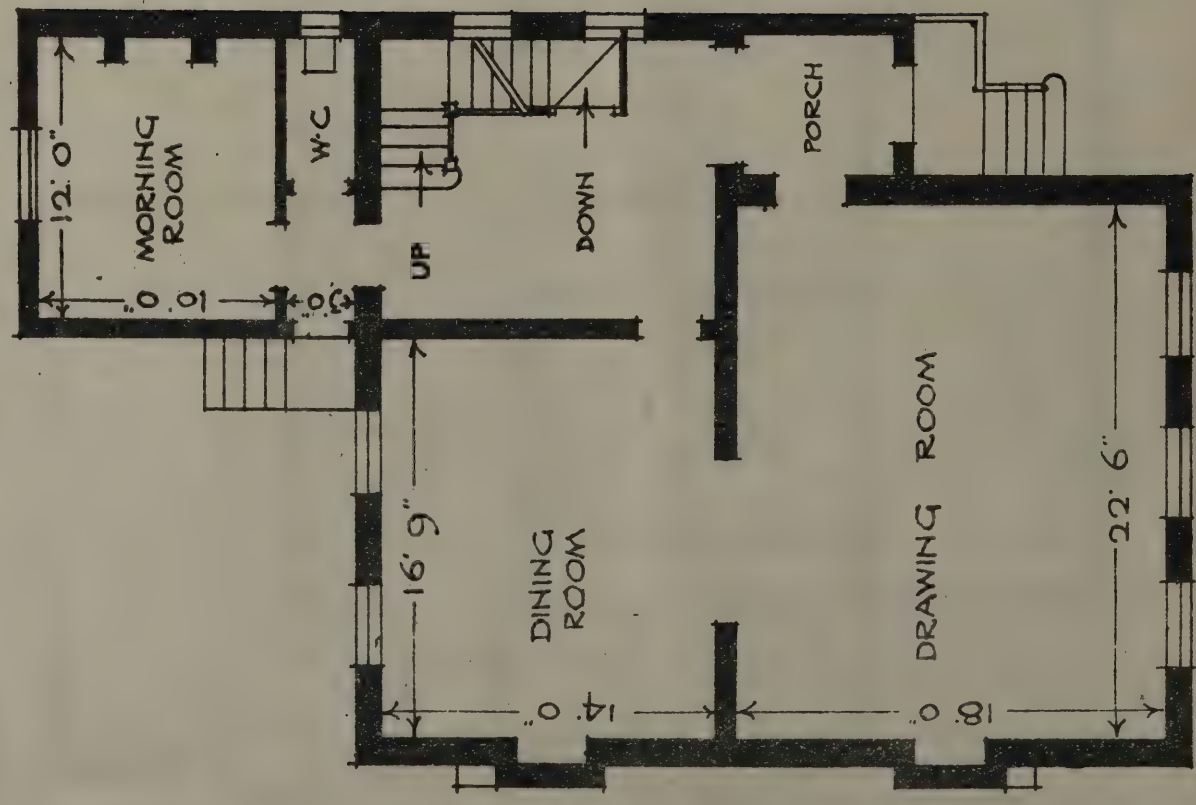


FIRST FLOOR PLAN



GROUND FLOOR PLAN

DETACHED HOUSE BEFORE CONVERSION

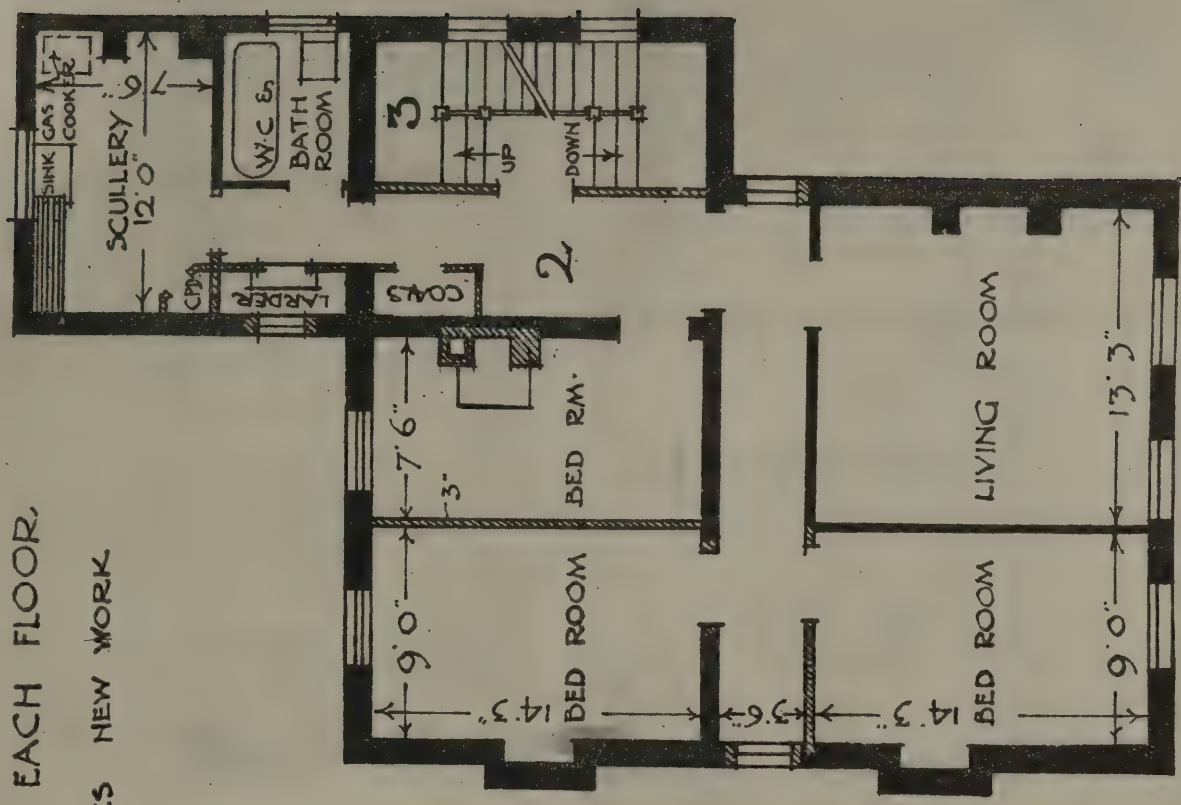




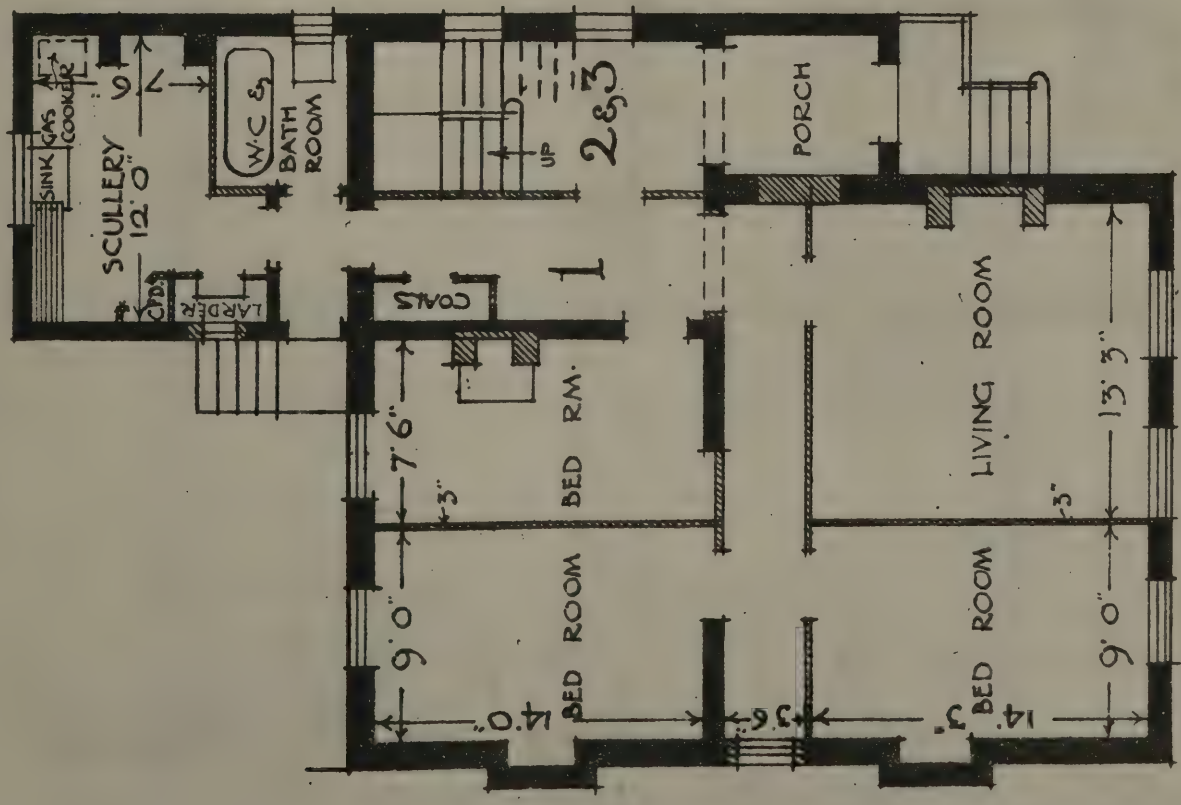
# DETACHED HOUSE AFTER CONVERSION

ONE FLAT ON EACH FLOOR.

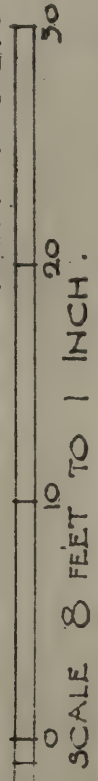
NOTE:  
HATCHING DENOTES NEW WORK



FIRST FLOOR PLAN

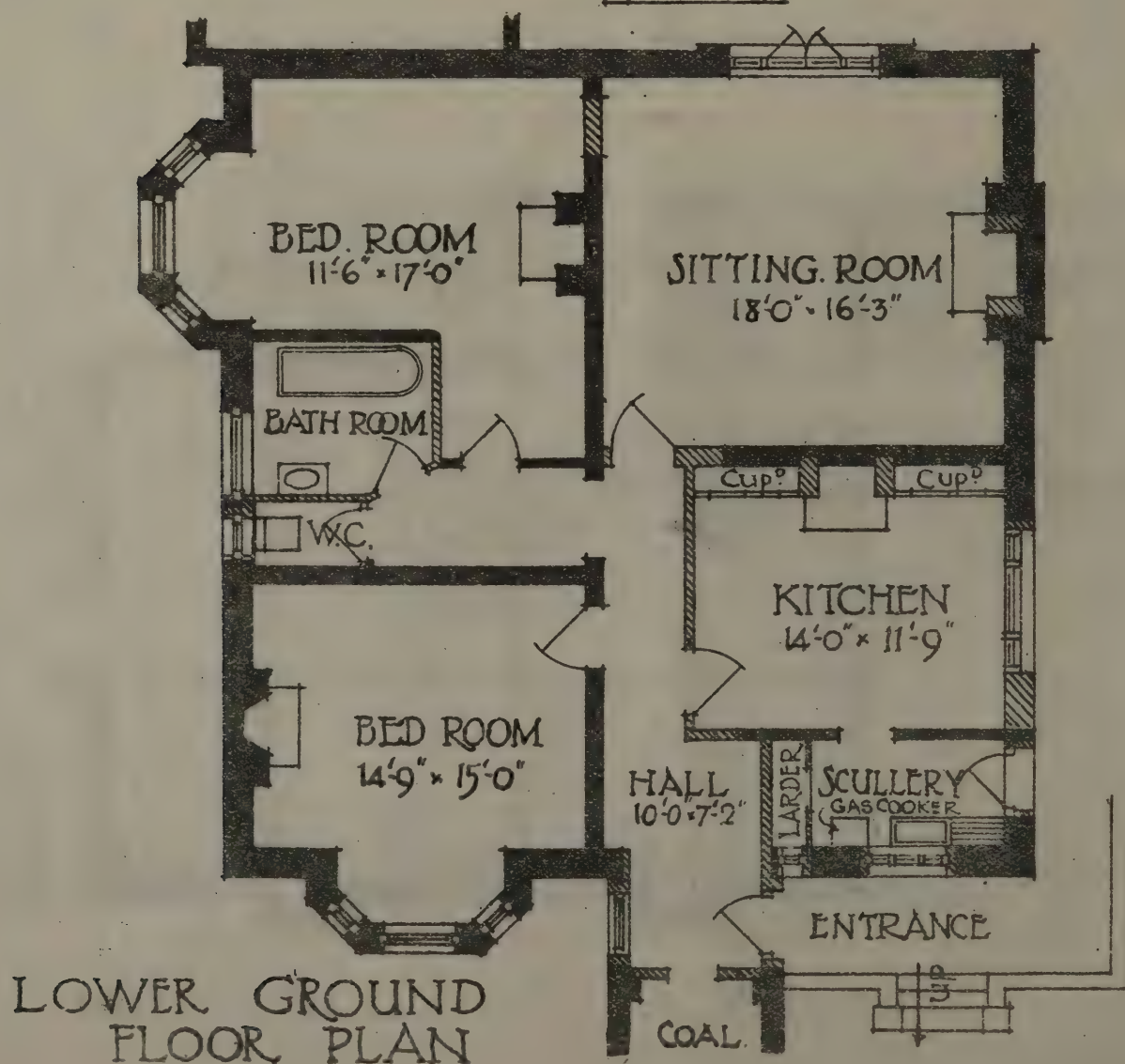
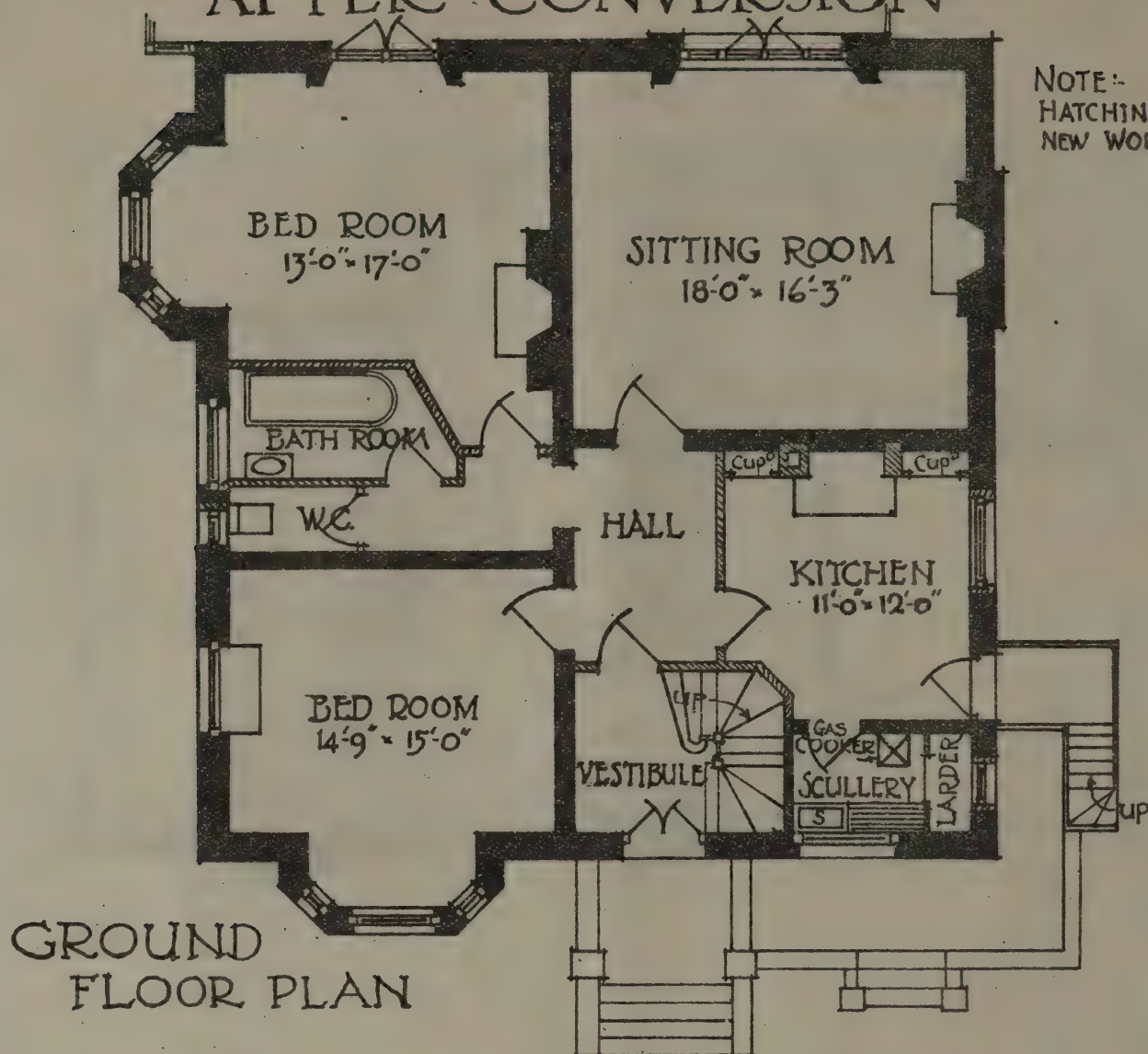


GROUND FLOOR PLAN



# DETACHED HOUSE AFTER CONVERSION

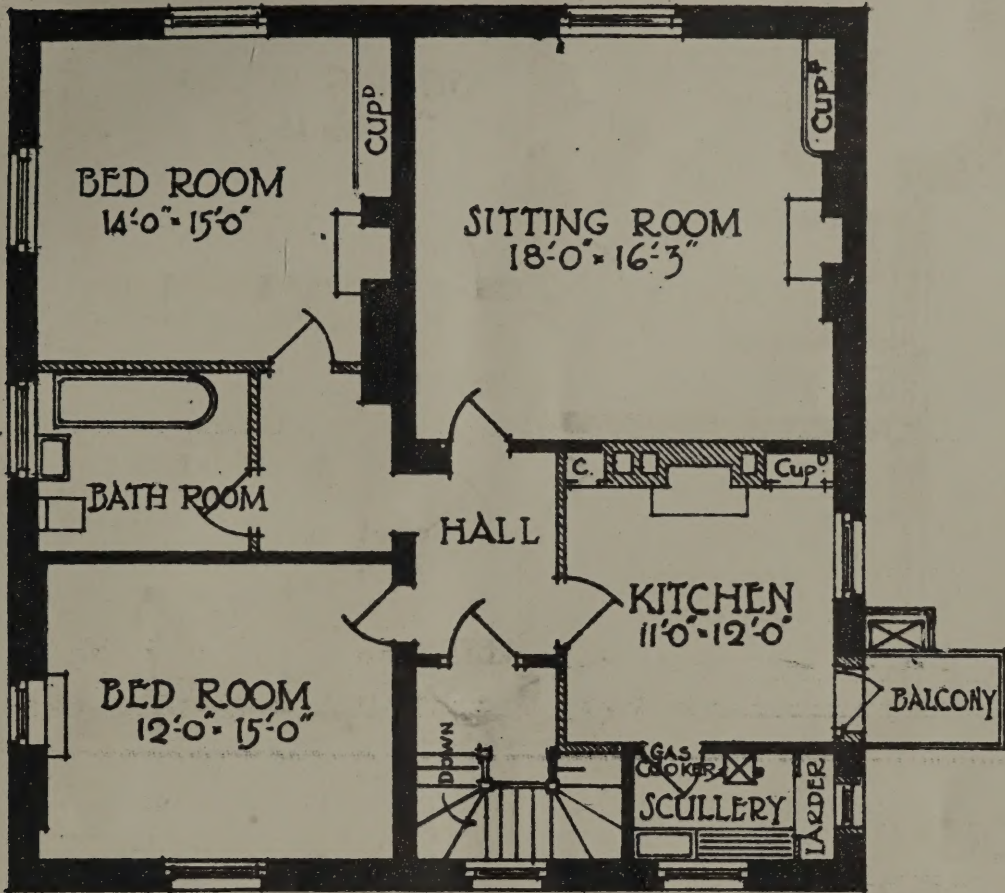
NOTE:-  
HATCHING DENOTES  
NEW WORK.



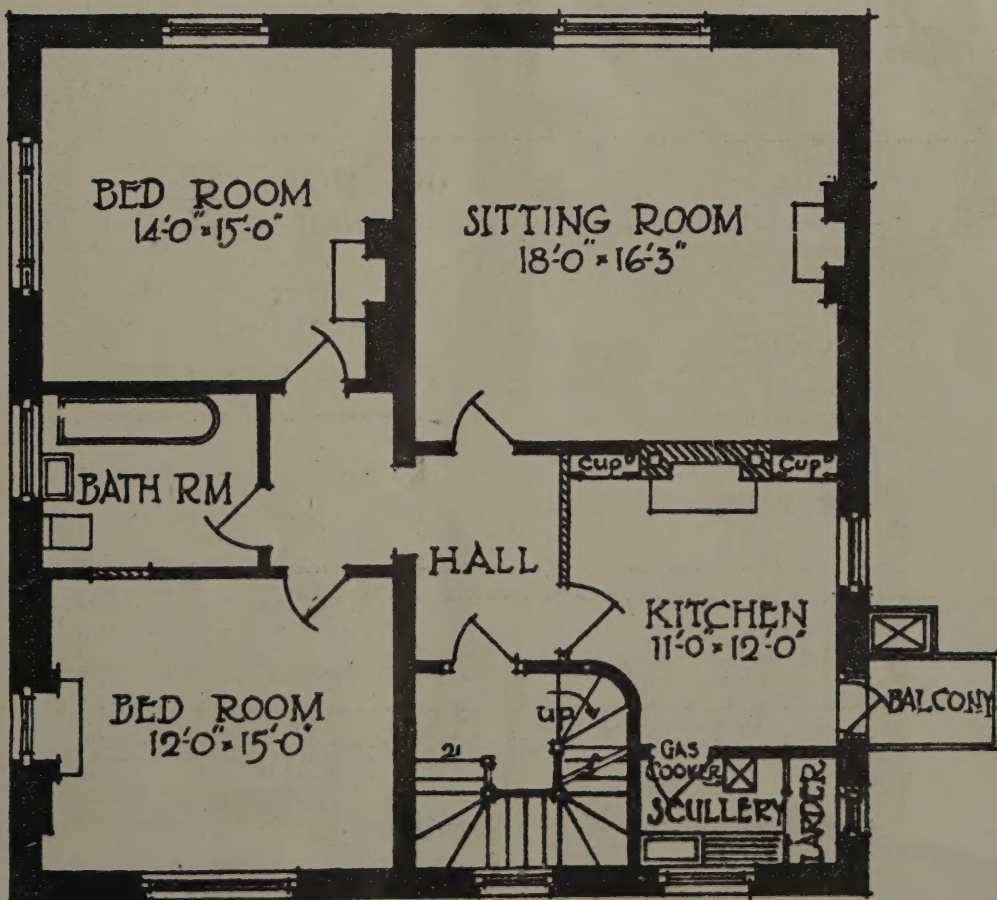


# DETACHED HOUSE AFTER CONVERSION

NOTE  
HATCHING DENOTES NEW WORK.



SECOND FLOOR PLAN



FIRST FLOOR PLAN









